

**COMPUTER  
SPECIALIST  
GS-0334-11**

**INFORMATION  
SYSTEMS**

**I. POSITION AND ORGANIZATION INFORMATION****Position:**

Computer Specialist, GS-0334-11

**Purpose of position:**

The work of this position involves coordinating and integrating technical aspects of computer work with administrative matters.

**Organization:**

Command Support Dept, Info. Systems Div.

**Organization goals:****II. MAJOR DUTIES****A. Duty (Critical):**

Functions as a technical specialist for computer systems security at an information processing installation. (45%)

**Tasks:**

1. Recommends and participates in the implementation of standard operating procedures, software and controls for various computer systems to ensure appropriate levels of security.
2. Is responsible for protection measures such as file access controls, software and physical safeguards, and personnel and visitor control at central and remote sites.
3. Participates in the development or acquisition of systems software tools and support services for the assignment and management of passwords, user IDs and other software security mechanisms.
4. Assists in the review and evaluation of existing software and procedures and provides methods of reporting and correcting ADP security violations or breakdowns.
5. Accomplishes accreditation and certification packages in accordance with agency requirements and time frames.
6. Ensures that planned and actual software and equipment installation are accomplished in accordance with applicable security policies and regulations.
7. Trains user support personnel and functional users on security policies and procedures.

**Selected Staffing KSAs:**

A1, A2

**B. Duty (Critical):**

Functions as a technical specialist for risk management, security and

contingency planning at an information processing installation. (45%)

**Tasks:**

1. Recommends the implementation of measures to protect the installation from physical destruction or theft.
2. Develops back up procedures for recovery from loss or destruction of data and program files, or from physical damage to the installation.
3. Plans, develops, coordinates and implements the contingency plan.
4. Performs internal audit functions related to risk management.

**Selected Staffing KSAs:**

A1, A2

**C. Duty (Critical):**

Performs supervisory duties. (10%)

**Tasks:**

1. Plans work to be accomplished by subordinates, sets and adjusts short term priorities, and prepares schedules for completion of work.
2. Assigns work to subordinates based on priorities, the difficulty of the work to be performed, and the capabilities of employees.
3. Finds ways to improve production or increase the quality of the work directed.
4. Develops performance standards for subordinates.
5. Evaluates work performance of subordinates.
6. Delegates or exercises leave authority.
7. Interviews candidates for positions in the unit. Recommends appointment, promotion or reassignment to such positions.
8. Identifies developmental and training needs of employees and provides for or arranges needed development and training.
9. Gives advice, counsel or instruction to employees on both work and administrative matters.
10. Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager.
11. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases.
12. Exercises significant responsibilities in dealing with officials of other

units or in advising higher level management officials.

13. Recommends awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others.

**Selected Staffing KSAs:**

A3

**D. Other Work Requirements**

1. The employee must obtain and maintain a Secret clearance.

**III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**

**A. Selected Staffing KSAs:**

1. Ability to apply knowledge of current automation technology and practices
2. Knowledge of computer security
3. Ability to inspire, motivate and guide others toward goal accomplishment. Leadership ability, including the ability to coach, mentor and challenge subordinates; ability to adapt leadership style to a variety of situations; and ability to model high standards of honesty, integrity, trust, openness, and respect for the individual by applying these values to daily behaviors.

**B. Basic Training Competencies:**

1. Ability to apply knowledge of current automation technology and practices
2. Knowledge of computer security
3. Ability to communicate orally
4. Ability to communicate in writing
5. Ability to inspire, motivate and guide others toward goal accomplishment. Leadership ability, including the ability to coach, mentor and challenge subordinates; ability to adapt leadership style to a variety of situations; and ability to model high standards of honesty, integrity, trust, openness, and respect for the individual by applying these values to daily behaviors.
6. Knowledge of and ability to apply procedures, requirements, regulations, and policies related to specialized expertise in the work of the unit (such as engineering, accounting, supply, etc.), including the ability to maintain credibility with others on technical matters.
7. Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations
8. Skill in interpersonal relations

**IV. CLASSIFICATION FACTORS**

**Factor 1. Knowledge**

**Level 1-7 (1250 Points)**

1. - Knowledge of agency and local computer systems security requirements in sufficient depth to advise on modifying and adapting existing security approaches to meet special requirements.
- Knowledge of current automated information systems security developments as they relate to hardware, systems software, telecommunications, and systems design and development techniques to provide advice and guidance on issues such as alternative security packages, their acquisition, and use.

2. - Knowledge of agency and local computer systems security requirements in sufficient depth to advise on and implement environmental control measures, risk assessment and quantitative justification of physical security controls, backup and recovery for the data processing installation and telecommunications systems, and contingency planning for events ranging from fault disruption to fire, water, smoke, and electrical problems to disaster recovery.

- Knowledge of current information technology and risk management measures to make recommendations that result in the greatest reduction in the annual loss expectancy at the least total cost.

**Factor 2. Supervisory Controls**

**Level 2-4 (450 Points)**

The assignments consist of projects, studies, or evaluations characterized by the need for substantial analysis of problems. Deciding what needs to be done typically involves assessment of situations complicated by conflicting requirements which must be analyzed to determine the applicability of established methods. Consideration must be given to probable areas of future changes in system design, equipment layout, or comparable aspects to facilitate subsequent modifications.

**Factor 3. Guidelines**

**Level 3-3 (275 Points)**

Guidelines include agency, command, and local standards and regulations and technical guides for specific program areas. These guidelines are not always completely applicable or gaps may exist in significant areas. The employee is required to interpret or adapt guides and precedents for application to the assigned project or gather considerable information to supplement gaps or lack of specificity to particular problems. Judgment is required in relating precedent approaches to specific situations.

**Factor 4. Complexity**

**Level 4-4 (225 Points)**

The assignments consist of projects, studies, or evaluations characterized by the need for substantial analysis of problems. Typically, concern is with several of the stages in an automation project or project assignments in a specialty area that require a variety of techniques and methods to evaluate alternatives. Deciding what needs to be done typically involves assessment of situations complicated by conflicting requirements which must be analyzed to determine the applicability of established methods.

Technical approaches often must be tested and projections made. Consideration must be given to probable areas of future change in system design, equipment layout, or comparable aspects so as to facilitate subsequent modification. Although data provided by previous users and/or tests usually do not provide conclusive results about the desirability of the proposals in the local environment, proposals seldom are unprecedented in nature since they are typically modifications or new releases based on approaches already known to work.

**Factor 5. Scope and Effect**

**Level 5-3 (150 Points)**

The work involves analyzing a variety of unusual problems, questions, or conditions associated with a particular application area and formulating project recommendations. Analytical decisions affect a wide range of

customers using locally designed and/or standard systems. The work products primarily support local users.

**Factor 6. Personal Contacts** **Level 6-3 (60 Points)**

Personal contacts include systems analysts, programmers, and functional area users in other organizations within the activity. In addition, contacts often take place with computer personnel of other agencies, equipment or system software vendors, and contractors.

**Factor 7. Purpose of Contacts** **Level 7-2 (50 Points)**

The purpose of contacts is to plan, coordinate, advise on work efforts, or to resolve problems. Occasionally makes presentation to users and other ADP personnel to inform them of a particular technical methods and procedures with the intent of persuading them to use it.

**Factor 8. Physical Demands** **Level 8-1 (5 Points)**

The work is sedentary. No special demands are required to perform the work.

**Factor 9. Work Environment** **Level 9-1 (5 Points)**

The work is performed in a typical office setting. Special safety precautions are not required.

**B. Supervisory grading criteria**

**Factor 1A. Scope** **Level 1-2 (350 Points)**

Work directed is administrative, technical, complex clerical, or comparable in nature. The functions, activities or services provided have limited geographic coverage and support most of the activities comprising a typical agency field office, an area office, a small to medium military installation, or comparable activities within agency program segments.

**Factor 1B. Effect** **Level 1-2 (350 Points)**

The services or products of the work unit support and significantly affect installation-level, area office level or field office operations and objectives, or comparable program segments.

**Factor 2 - Organizational Setting** **Level 2-1 (100 Points)**

This position reports to a supervisor two or more levels below the first SES or General Officer in the direct supervisory chain of command.

**Factor 3 - Supv. & Mgrl. Auth. Exercised** **Level 3-2 (450 Points)**

This position accomplishes work through the technical and administrative direction of others, including assigning and reviewing work, approving leave, and performing other supervisory functions, as detailed in the duties section of this document.

**Factor 4A - Nature of Contacts** **Level 4A-1 (25 Points)**

Contacts related to the supervisory work of the position are typically informal in nature, occurring in routine meetings, in person, or by phone, with subordinates, other supervisors at the same level, or staff of admin/support activities.

**Factor 4B - Purpose of Contacts****Level 4B-1 (30 Points)**

Supervisory contacts are for the purpose of exchanging factual information, discussing work efforts, and providing advice and guidance.

**Factor 5 - Diff. of Typical Work Directed Level 5-5 (650 Points)**

The highest grade which best characterizes the nature of the basic nonsupervisory work of the organization, and which constitutes 25% or more of the workload of the organization, is GS-9.

**Factor 6 - Other Conditions****Level 6-3 (975 Points)**

The work of the position requires coordination, integration, or consolidation of work comparable to GS-9 or 10 which requires coordination and integration of work efforts, either within the unit or with other units, in order to produce a completed work product or service. Coordination with supervisors of other units occurs to deal with requirements and problems affecting others outside the organization. Work coordination for administrative, technical, complex technician or other support work ensures consistency of product, service, interpretation or advice, or conformance with the output of other units, formal standards, or agency policy.

## V. CLASSIFICATION SUMMARY

In this position:

SUPERVISORY WORK - 10%

This work has been evaluated by reference to the Office of Personnel Management General Schedule Supervisory Guide, TS-123, April, 1993.

Factor 1 - PROGRAM:			
1A - PROGRAM SCOPE:	Level 1A-2,	350 Points	
1B - PROGRAM EFFECT:	Level 1B-2		
Factor 2 - ORGANIZATIONAL SETTING:	Level 2-1,	100 Points	
Factor 3 - SUPERVISORY AND MANAGERIAL			
AUTHORITY EXERCISED:	Level 3-2c,	450 Points	
Factor 4 - PERSONAL CONTACTS:			
4A - NATURE OF CONTACTS:	Level 4A-1,	25 Points	
4B - PURPOSE OF CONTACTS:	Level 4B-1,	30 Points	
Factor 5 - DIFFICULTY OF TYPICAL			
WORK DIRECTED:	Level 5-5,	650 Points	
Factor 6 - OTHER CONDITIONS:	Level 6-3a,	975 Points	

Total Points: 2580

Base Level: GS-9

Initial Grade: GS-11 (Range: 2355 - 2750) Final Grade: GS-11

Base level is GS-9/10. Work coordination responsibilities are typical of this base level. Base level is derived from subordinate list below:

Total subordinates:	3
Total subordinates work directly related:	3
GS nonsupervisory work under normal supervision:	3

GS-06: 1

GS-09: 2

Duty A. 45% GS-0334-11 Computer Specialist  
Security

Duty B. 45% GS-0334-11 Computer Specialist  
Risk Management

Duty C. 10% GS-0000-11 Supervisor (Base level=09)  
Supervisory duties.

The classification criteria are contained in the OPM FES Position Classification Standard for the Computer Specialist Series, GS-334 (TS-106, dated July 1991).



US OPM Classification Guide for General Schedule Supervisory Positions, dated April 1998.

GS-11 Point range: 2355 - 2750

Total Point: 2470

Grade: GS-11